



# LOLWAH ALHUWAISHIL

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Saudi National | Driving License Available | Birth-date: June 1986

## SUMMARY

An experienced Senior HR Officer and Property Consultant with over 5 years of expertise in HR management, recruitment, real estate sales, and property management. I possess a strong understanding of recruitment strategies, labor laws in the UAE and Saudi Arabia, employee performance management, compensation, and benefits. In addition, I have extensive experience in property evaluations, client negotiations, and establishing long-term relationships with investors and clients. Known for my exceptional communication, negotiation, and leadership skills, I am a proactive team player who is passionate about continuous self-improvement and delivering optimal results.

## WORK EXPERIENCE

**JAH International Duty Free - King Abdulaziz international airport -**

**Mar 2024 - Nov 2024**

**Jeddah**

- Identifying hiring needs by collaborating with hiring managers to understand job requirements as well analyzing job descriptions to identify key skills needed for each role.
- Sourcing and Screening potential local Sales ladies candidates to meet organizational needs while adhering to local labor laws and Saudi policies.
- Conducting interviews and evaluating applicants as well handle hiring negotiations .
- Supporting Saudization goals by focusing on hiring Saudi nationals to meet government targets and promote local employment .
- Posting job advertisements on government platforms and attending job fairs.

**Artha Reality, Property Consultant UAE - Dubai**

**Sep 2022 - Nov 2023**

- Evaluated potential investment opportunities by conducting thorough assessments of property values based on location, amenities, current market conditions, and future growth prospects.
- Organized open house events that showcased prime properties while maintaining a welcoming atmosphere for prospective buyers.
- Increased client satisfaction by providing comprehensive property consultations and tailored real estate solutions.
- Regularly updated clients on market conditions, empowering them with valuable information needed to make informed investment decisions.
- Reviewed and executed confidential documents, contracts and disclosures.
- Prepared and presented contracts and other legal documents to clients.
- Developed new business and managed new and existing clients.
- Studied property listings, interviewed prospective clients, accompanied clients to properties and discussed condition of sales.
- Reviewed property listings, interviewed potential clients, accompanied clients to properties and effectively communicated the condition of sales.

**Ezytrac Properties, S.Property Consultant UAE - Dubai**

**Jan 2021 - Aug 2022**

Responsibilities and achievements in property sales and management:

- Presenting property viewings and sales with a strong focus on prime areas, including Business Bay and Downtown Dubai.
- Establishing and nurturing long-term business relationships with investors, business owners, and clients, significantly enhancing my reputation in the real estate market.
- Gaining extensive experience in property management, overseeing day-to-day operations for both residential and commercial properties.
- Ensuring tenant satisfaction by addressing needs and concerns promptly, and managing maintenance and lease agreements.

**Amer & Tasheel - Cluster Senior HR Officer Acting HR Manager, UAE - Dubai**

**Jan 2019 - Nov 2019**

Recruited to support the pre-opening phase, responsible for:

- Managing HR operations and systems from startup to full implementation.
- Collaborating with senior management and owners to develop HR policies and procedures.
- Leading recruitment efforts, ensuring the right talent is hired.
- Creating and maintaining an employee benefits database.
- Developing a comprehensive staff orientation program.
- Coordinating with government bodies for training compliance.
- Overseeing incentive programs in collaboration with the finance team.

**Royal Tulip Hotels – Louvre Hotels Group, Cluster HR Officer Acting HR Manager, UAE - Sharjah**

**Jan 2017 - Oct 2018**

- Responsible for short and long term planning and day-to-day operations of the HR department. In addition coordinating activities with other departments to achieve the hotel's goals.
- Maintaining an open door policy in HR and being personally available to all employees for work / personal problems, grievances, benefit, requests, queries & suggestions.
- To provide an advice service to both managers and employees on HR policy, legal requirements, staffing issues, and act as an arbitrator where necessary.

**Rotana Hotels Group, HR Generalist**

**Jan 2013 - Dec 2016**

- Promoted by Associate Vice President of HR to perform the work environment in a challenging full range of hr functions, including payroll, basic hr functions, on-Boarding, employment administration & forms, PRO/GRO & Immigration, health & safety, HR Infrastructure & basics, staff accommodation & outlet, recruitment & selection, disciplinary procedure, compensation & benefits and more.
- \*Telephone Operator cum Front Desk Agent - Jumeira Rotana Hotel
- Provided operator assistance by answering, directing & transferring calls. My role included as well Reports (Tourism Dirham, DMS Enigma & monthly report), payroll, reservations (Restaurants & Rooms), CID, daily Briefing & check-in/out hotel guests.
- Trained new employees and provided refresher and/or new promotion training.
- Meet and exceed goals outlined by the corporate office & build business relationships with guests by providing accurate services.

**Dr.Buti Al Muhairi Legal office, Legal Researcher , UAE-Sharjah**

**Feb 2012 - Jan 2013**

- Managed to gain extensive experience in conducting research into all cases being worked on by the law firm. Excellent time management skills with highly developed organizational abilities.
- Recruit & train new joiners colleagues as well reviewing & drafting a variety of agreements, amendments, letters and memorandums...etc
- Handling litigation and liaising with external clients.

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**EDUCATION**

- LLB (Bachelor of Laws)
- Cairo University, Egypt - Graduated: October 2009
- Key Subjects: Contract Law, Labor Law, Corporate Law, Legal Research, and Analysis

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**ADDITIONAL INFORMATION**

- **Computer Skills:** CRM Systems (Customer Relationship Management)
- Opera System for Hotels , Bayan work flow , MSO (Microsoft Office Suite), Oasys system, HRIS (Human Resource Information System),Vicas, QMS (Quality Management Systems), Oracle HR.
- **Languages:** Fluent in English & Arabic
- **Certifications:** DLS (Destination Leadership Certificate), ISS (Interviewing & Selection Skills Programme) ,Tarot (The Accelerated Refinement of Talent) , ICDL (International Computer Driving License) , Cybersecurity
- **Awards and Achievements:** Best Agent for 2021, Ezytrack Properties.